



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
CODES ENFORCEMENT SECTION**
Davy Crockett Tower, Third Floor
500 James Robertson Parkway
Nashville, Tennessee 37243-1162
Phone (615) 741-7190
FAX: 741-1583

**TENNESSEE MODULAR BUILDING UNIT CERTIFICATION LABELS
TO CONSTRUCTION INSPECTION AGENCY INSTRUCTIONS**

Construction Inspection Agencies (CIA) shall maintain a stock of Tennessee Modular Building Unit Certification Labels adequate to supply their clients for at least thirty (30) days.

These Tennessee Modular Building Unit Certification Labels may be ordered by submitting the Requisition for Tennessee Modular Building Unit Certification Labels Letter to this office.

All items on the form **MUST** be completed prior to mailing application. If an item does not apply, simply put **N/A** or **None** in that space. Any blank spaces will result in a delay in processing.

Labels will be shipped to the Construction Inspection Agency (CIA) accompanied by the Tennessee Modular Building Unit Certification Labels- Shipment Notification and Receipt Letter.

Upon receipt of the Tennessee Modular Building Unit Certification Labels the Construction Inspection Agency Official (CIA) must sign and return one (1) copy of the Tennessee Modular Building Unit Certification Labels- Shipment Notification and Receipt Letter to the address listed above within five (5) days from the date of receipt of shipment.

If you have any questions regarding this procedure, feel free to call this office at (615) 741-7190 or E-mail at mike.bartlett@state.us.tn.



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**State of Tennessee
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State Fire Marshal's Office
Codes Enforcement Section
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RE: REQUISITION FOR MODULAR BUILDING UNIT CERTIFICATION LABELS

**Please ship _____ (Quantity) Tennessee Modular Building Unit
Certification Labels for inventory in our headquarters to be distributed to our
clients.**

**Construction Inspection Agency (CIA) to list all Tennessee Modular Building
Certification Labels currently assigned to and not purchased at the time of this
request: _____**

**Our clients to which these Tennessee Modular Building Unit Certification Labels
are to be distributed are:**

Construction Inspection Agency (CIA): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ FAX: () _____

E-Mail Address: _____

CIA Representative: _____ Title: _____

Signature: _____

(REPRODUCE LOCALLY IF NEEDED)